



## **Procedure 501-11 Student Withdrawal**

**Sponsor: Student Services**

### **Purpose**

Defines the official process for withdrawing from courses and terms.

### **Definitions**

Course Withdrawal: Withdrawing from any course within a given term.

Drop without record: Cancellation of registration in a course. The course enrollment is deleted from the student's permanent record.

Refund period: A defined period in which a student may receive a 100% refund of tuition.

Term Withdrawal: Withdrawing from a term (Fall, Spring, Summer) means reducing course load to zero credit units (withdrawing from all courses that term).

Withdrawal Deadline: The latest date on which a student may initiate a withdrawal.

### **Procedure**

#### Course Withdrawal

A student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course withdrawal form to the Registration and Enrollment Services Office. Withdrawals must be made within the published deadlines. (See Procedure 501-03 Registration Information for published deadlines)

Students may not withdraw from a course if they have a pending Student Conduct (see Procedure 503-01 Code of Student Conduct) or Academic Integrity violation. (See Procedure 303-11 Academic Integrity)

It is the students' responsibility to withdraw from any class they do not intend to complete. If a student stops attending and does not withdraw by the withdrawal deadline the instructor will assign the earned final grade. Students should discuss withdrawal options with their instructors and with the Office of Financial Aid and Veterans Services (if a financial aid or Veterans education benefits recipient).

A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.

A grade of "W" is not calculated in the grade point average but is included in attempted hours of completion.

\_Tuition refunds will be processed according to Procedure 208-01 Refund.

#### Term Withdrawal

Students electing to withdraw from all courses in a term should contact Registration and Enrollment Services before the withdrawal deadline.

Failure to file an official withdrawal form by the withdrawal deadline will result in the faculty member assigning the earned grade. (See Procedure 501-03 Registration Information for published deadlines)

Tuition refunds will only be processed within the refund period. Students may petition a refund as specified in Procedure 208-01 Refund.

Students who withdraw from the College remain eligible to enroll in subsequent terms. Students may also appeal grades as specified in Procedure 303-06 Student Academic Appeals.

#### Term Withdrawal of Financial Aid Students

In accordance with federal regulations (34 CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn by the College. Students are encouraged to contact the Office of Financial Aid and Veteran Services (if a financial aid or Veterans education benefits recipient).

A Return to Title IV calculation will be determined for students who follow official withdrawal procedures as well as for students who stop attending classes. Students may be required to return unearned Federal Grant or Federal Loan funds.

#### Administrator Initiated Withdrawal

Under extenuating circumstances, the Provost, Dean, or Registrar may approve a student withdrawal upon receipt of approved documentation from the student, e.g. medical records.

#### **References**

208-01 Refund Procedure  
303-06 Student Academic Appeals Procedure  
303-11 Academic Integrity  
501-03 Registration Information Procedure  
503-01 Code of Student Conduct  
U.S. Department of Education 34 CFR 668.22

#### **Procedure History**

03/06/2019      New and Adopted by College Council  
11/17/2022      Revised and Approved by Executive Leadership Council  
07/15/2025      Revised Sponsor from Registration and Enrollment Services to Student Services

#### **Legal Review**

01/22/2019